



MAIL-IN DONATION PAYMENT OPTION

Use this form if you want to make your donation payment by check.

Instructions for Mailing in Donation Payments

1. Complete, save and print the electronic Invest in Kids Tax Credit Scholarship Donation Form (attached).
2. Mail or ship these three documents together to Empower Illinois:
 - A copy of your completed Invest in Kids Tax Credit Scholarship Donation Form;
 - A copy of both sides of the Contribution Authorization Certificate (CAC) you received from the Illinois Department of Revenue;
 - A check in the amount of your donation made out to “Empower Illinois.” The amount of your check should be the same as the total amount on your completed donation form.
3. Mail your donation check with your completed donation form and copy of your CAC to:

Empower Illinois

PO Box 809001

Chicago, IL 60680-9001

Overnight Packages should be sent to:

US Bank

Attn: Lockbox 809001

5635 South Archer Avenue

Chicago, IL 60638

If you need any assistance with this process or have questions about mailing a donation payment, please call 309-644-4524 or email donors@empowerillinois.org.

EMPOWER ILLINOIS

INVEST IN KIDS TAX CREDIT SCHOLARSHIP

DONATION FORM

Donor Taxpayer Information

First Name _____ Last Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone number _____ E-mail _____

Tax Credit Donation Information

⁽¹⁾ Designee(s)	⁽²⁾ Contribution Authorization Certificate #	⁽³⁾ Region 1 - 5	⁽⁴⁾ Designee. If none, enter Undesignated.	⁽⁵⁾ Amount Do not include commas
Designee #1				

If your donation is over \$1,000 you may select up to three designees.

Designee #2				
Designee #3				

Total Tax Credit Donation

DONOR AUTHORIZATIONS

- 1) I authorize Empower Illinois to use any remaining balance of my donation to fund scholarships for eligible students at other schools within the same school system as the school(s) I have designated, if a balance remains at these school(s). I would like my funds to be used for the upcoming school year.
- 2) I authorize Empower Illinois to use any remaining balance of my donation as undesignated funds to provide scholarships for eligible students. I would like my funds to be used for the upcoming school year.
- 3) I authorize Empower Illinois to share my donation information with any designee(s) I have selected.

If your donation is \$25,000 or greater and you wish to designate to more than three organizations, please call 309-644-4524.

INSTRUCTIONS

Donations can be directed to schools that are recognized by the Illinois State Board of Education (ISBE) or in the process of being recognized by ISBE. However, only schools recognized by ISBE are eligible for donations to be used for student scholarships under the program. A complete list of schools can be found on the Empower Illinois website. Schools marked "PENDING RECOGNITION" are in the process of being recognized by ISBE but are not yet recognized. Students who have received scholarship awards will not be allowed to use the scholarships at schools marked "PENDING RECOGNITION" until such schools have been recognized, including donations directed by donors for scholarships to such schools. There are no guarantees that schools marked "PENDING RECOGNITION" will receive recognition in the future. Donations directed to any school that is not recognized by ISBE by August 1, 2019 will be recharacterized as undesignated donations within the same region.

1. Enter one designee if your donation is less than \$1,000. If your donation is \$1,000 or greater, enter up to three designees. The list of designees can be found under Donors - Schools and Organizations by Region on the Empower Illinois website. Empower Illinois will direct your donation to the Schools or Organizations that you designate. You may also leave your donation Undesignated within the region found on your Contribution Authorization Certificate (CAC) issued to you by the Illinois Department of Revenue.
2. Enter your Contribution Authorization Certificate number(s).
3. Enter the Region designated on your Contribution Authorization Certificate, which you must select at the time you reserve your Illinois scholarship tax credit. For more information about Regions 1 - 5, go to tax.illinois.gov/InvestInKids/Regions.htm.
4. Making an undesignated donation provides greater flexibility to Empower Illinois to direct your donation to eligible students. We also understand that you may desire to support certain Schools or Organizations. If you do not wish to designate your funds enter "Undesignated"; if you do wish to designate your donation enter the name of the School or Organization. A list of designees can be found at <https://empowerillinois.org/donors/schools-school-systems-scholarship-funds/>.

CHOOSING A REGION

There are 5 regions in the State of Illinois. When reserving your tax credit on the Illinois Department of Revenue (IDOR) website, it is important that you choose the region in which your designee(s) are located, **not** the region of your home address. For example, you may live in one region but you may want to designate Schools and Organizations outside the region in which you live. In that case, you must choose the region in which your designees are located when reserving your tax credit. If you wish to designate Schools and Organizations in different regions, you must reserve tax credits and be issued a separate Contribution Authorization Certificate for each region. You can choose multiple designees within each region if your donation is \$1,000 or more.

Information about choosing the region can be found here:

<http://www.revenue.state.il.us/InvestInKids/Regions.htm>.

To determine the region for your tax credit reservation:

- Locate your designee(s) at <https://empowerillinois.org/donors/schools-school-systems-scholarship-funds/>
- Determine the region in which your designee(s) are located;
- Enter your designee(s)' region when you reserve your tax credit on the IDOR website.

After you have made your tax credit reservation, the Contribution Authorization Certificate issued to you will show the region you have chosen.